

GOVERNANCE: ROSTER MANAGEMENT

Ex-officio assignments, constituency-based appointments, and roster updates are centrally coordinated to ensure accurate and timely membership records. Initial and replacement appointments are funneled through a single individual to ensure consistency and integrity of information. Council chairs and co-chairs serve as a backup to this individual to allow timely updates.

How is the composition of a council or project determined?

“The composition of councils and project teams is established by the College President in consultation with the Executive Leadership Team (ELT). Composition priority will focus on ensuring an effective mix of designated college leadership roles with constituency representation which may include ex officio members based upon specific expertise. Appointments to all positions which are not ex officio are determined by the processes established by each constituency groups’ representative body.” [ARC Governance Framework, page 11]

- **Council** composition is recorded in the council charter.
- **Project** composition is initially proposed in the project initiation form. It is finalized in the project charter.
- The actual individuals assigned or appointed are recorded on the official roster in IGOR.

When do membership changes require ELT review?

“Council and project team composition may be reviewed and updated periodically to adjust to changing context, emergent questions, or as requested by the Executive Leadership Team (ELT) or members of the council or project team. The Executive Leadership Team (ELT) will work in consultation with the sponsoring council and/or project team to make appropriate changes to the membership specified in the council or project team’s Action Charter.” [ARC Governance Framework, page 11]

The ELT approves council and project charters which specify composition. Vacancies may be replaced without ELT review as long as the same composition is maintained. If there is a compelling reason to change the composition, a proposed revision to the charter should be drafted for ELT review and approval.

How are assignments and appointments coordinated across all councils and projects to ensure service is not unduly burdensome?

- The College President, in consultation with the ELT, serves as the primary filter in considering how many councils and/or projects an individual is appointed or assigned to in a given year. If an individual has a perspective which is considered valuable to many groups, the President and ELT should prioritize where that perspective is best utilized in a particular year. Example of perspectives that might be in high demand include the Distance Education Coordinator, Faculty Researcher, and Equity Action Institute Coordinator.
- Individuals may also surface concerns and/or decline to participate if proposed appointments/assignments would stretch their ability to serve effectively in light of their other responsibilities.
- Finally, the designated governance liaison who sees all project initiation forms and maintains all rosters can act as a second check for unfeasible duplication of the same individuals.

How are prospective appointees connected to the selection and appointment process?

While the process varies by constituency, the person authorized to make appointments (or their designee) should confirm whether the proposed individual is able and willing to serve prior to making the assignment/appointment. The individual would then receive a notification when added to the IGOR roster. Additionally, members will be welcomed by the council/project leadership via Basecamp or other means.

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What is the process for making appointments?

Upon adoption of a council charter or project initiation form via the Executive Leadership Team, the College President will make or request appointments as described below. When appropriate, the college president may delegate tasks (e.g., requesting information) to support staff. If a previously filled position is vacated, the leadership of the council or project team should notify the President’s Office that a replacement is needed.

Constituency	Appointed By	Primary Contact	Process
Faculty	Academic Senate	Academic Senate President	The College President, in consultation with the ELT, indicates the faculty perspective(s) that would be beneficial for the particular council or project team. Based on these perspectives, the Academic Senate President and recommends appointments through established Academic Senate procedures.
Management	College President	College President	The College President, in consultation with the ELT, considers the perspectives that would be beneficial; contacts individuals under consideration to determine availability and willingness to serve; and makes the appointment.
Staff	Classified Senate	Classified Senate President	The College President, in consultation with the ELT, indicates the classified perspective(s) that would be beneficial for the particular council or project team. Based on these perspectives, the Classified Senate President uses established Classified Senate procedures to recommend appointments. Appointments are made in collaboration with supervisors of the identified staff.
Students	Associated Student Body (ASB)	Student Life Supervisor	The College President, in consultation with the ELT, indicates the student perspective(s) that would be beneficial for the particular council or project team. The Student Life Supervisor contacts the Associated Student Body President to identify students who are interested in serving in a governance role and indicates available compensation. The Associated Student Body President recommends appointments of identified students.
n/a	n/a (ex-officio positions)	College President	The College President, in consultation with the ELT, determines whether any ex-officio positions should be included. When a council charter or project initiation form lists an ex-officio position, the individual is assigned based on their college role or job function rather than a representative appointment.

The name, “W” ID number, and council/project team of the recommended individuals are sent by the primary contact listed above to the following group:

- College President (for faculty, staff and student positions)
- Designated governance liaison (See also Recommendation 1)
- cc: relevant council chair/co-chair

Upon receipt of this information, the designated governance liaison will update the roster in IGOR. Every effort will be made to update rosters in a timely manner to ensure accurate distribution of agendas and notes via IGOR. In the event that the designated governance liaison is expected to be out of the office for more than one business day, the roster will be updated by the council chair or co-chair. The liaison will then notify the appointee and the appropriate council or project contacts (chair/co-chair, project lead/co-lead, and notetaker) of the update. This notification will serve as a prompt to update any meeting distribution lists in Outlook and to adjust the invited membership of Basecamp.

Who can update rosters in IGOR?

A governance liaison, to be designated by the College President, serves as the gatekeeper for maintaining all governance membership rosters. This individual's responsibilities include:

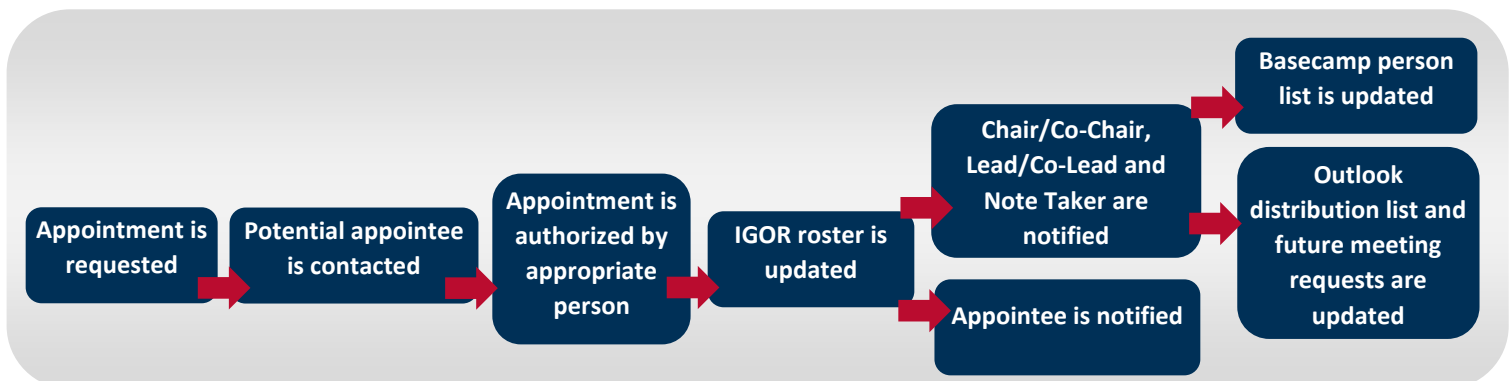
- monitor ELT activity to determine need for new or revised membership based on project initiation forms and/or charters
- request initial and replacement appointments from the appropriate person based on the chart above
- work with the College President and constituency groups to collect names and ID numbers of individuals appointed or assigned
- regularly update rosters in IGOR (preferably within one business day to ensure accurate distribution of agendas)
- notify the appropriate chair/co-chair, lead/co-lead, and note taker of IGOR roster revisions to prompt a similar update of distribution lists in Basecamp and/or Outlook (meeting invitations)
- notify appointees that they have been added to the roster for a specific council or project; direct them to the appropriate council chair/co-chair or lead/co-lead for further information
- maintain backup records of appointments (who made the appointment when) as well as tracking the effective dates of replacement appointments
- track vacancies to ensure they are filled in a timely manner
- review and seek consistency between membership lists in IGOR and project charters

IGOR access to edit rosters: Designated governance liaison, council chairs, and council co-chairs

Who is notified of roster changes?

When a roster is updated in IGOR, notifications are sent to the appointee and the relevant council chair/co-chair, project lead/co-lead, and note taker. Once the notification is received, Basecamp and Outlook can be updated to mirror the changes made in IGOR in order to ensure new individuals receive all communications and former individuals are removed.

It is expected that the process would flow as follows:



What is the process for tracking vacancies?

Once the general composition of a new council or project team has been established, the College President will ensure that the designated governance liaison has a printed or electronic copy of the list of desired perspectives by constituency. The liaison will create the new entity in IGOR as either a council or project. Next, the initial roster will be created including any ex-officio or other known members. For all remaining appointed positions, the perspectives will be listed in the roster as “Unassigned”. As appointments are made, the unassigned positions will be updated with individual names.

Unassigned	Member	Associated Student Body Representative	Student
Unassigned	Member	Faculty Representative - Counseling	Faculty

If a previously filled position is vacated, the leadership of the council or project team should notify the President’s Office that a replacement is needed. The designated staff member (*placeholder*) will remove the individual from the roster in IGOR, but leave the remainder of the position information as an “unassigned” perspective. The established process would be used to assign or appoint another individual whose name would be updated to IGOR once known.

This process will ensure the agenda/notes distribution remains accurate. The leadership of the council or project team (or the designated note taker) should also ensure any vacancies are updated to Basecamp and Outlook.

How are meetings scheduled and availability to attend confirmed?

Most governance groups meet based on the regular meeting schedule shown below. Based on these schedules, availability of potential appointees to the ELT, IEC, OC, and SSC should be confirmed prior to their appointment.

Entity	Regular Schedule
Academic Senate	2nd & 4th Thursday, 3:00pm-5:00pm
Board of Trustees	2nd Wednesday, 5:30pm
Classified Senate	2nd Wednesday, 11:30am-1:00pm
Executive Leadership Team (ELT)	1st Monday, 3:00pm-5:00pm
Institutional Effectiveness Council (IEC)	3rd Monday, 3:00pm-5:00pm
Operations Council (OC)	4th Tuesday, 1:30pm-3:30pm
President's Executive Staff (PES)	Wednesdays, 8:30am-Noon
Student Senate (Associated Student Body)	Thursdays, 10:30am-12:00pm
Student Success Council (SSC)	1st & 3rd Tuesday, 1:00-3:00

Project schedules are determined based on the needs of the project. The Lead of each project team is responsible for determining a meeting schedule which (1) allows the lead, co-lead, and note taker to attend regularly and (2) attempts to avoid conflicts with governance groups and regularly scheduled meetings of campus groups (e.g., instructional deans). Once the project schedule is determined, student appointments will be solicited based on availability. Employee availability will be confirmed by the note taker upon distributing the meeting invitations via Outlook. If a member is unavailable to serve for multiple meetings, a replacement or alternate may be requested. These arrangements will be coordinated by the lead/co-lead in consultation with appropriate constituency groups and/or the College President, as appropriate.

How should perspectives be recorded?

When perspectives are noted on a project initiation form or project charter, the goal is to be specific to the type of expertise or insight desired without unintentionally constraining the pool of potential participants. This can require very thoughtful consideration of who might be able to supply the perspective and how it should be worded to avoid misinterpretation. For example, would the preferred perspective be:

Less specific (broader pool)	More specific (narrower pool)
any administrator	a dean
instructional faculty – lab sciences	instructional faculty - Biology
individual trained in equity and diversity	graduate of ARC's Equity Action Institute

When necessary, the project initiation form should include clarifying comments to ensure the intended perspective can be understood by those involved in the appointment process and easily translated to a brief description on the project charter and IGOR roster. Consistent language should be used on the charters and rosters to avoid confusion.